

## TECHNOLOGY NEEDS

For events that will occur on the church campus, please check **ALL** that are needed. Please provide a ministry Point of Contact for the Sound Director. For events off campus, you may still use this list and designate a POC for the rented facility.

<input type="checkbox"/> Sound Tech(s)	<input type="checkbox"/> CD Player
<input type="checkbox"/> Worship Center A/V	<input type="checkbox"/> TV(s) How many?
<input type="checkbox"/> East Wing A/V	<input type="checkbox"/> Other – please specify below
<input type="checkbox"/> Projector	<input type="checkbox"/>
<input type="checkbox"/> Screen	<input type="checkbox"/>
<input type="checkbox"/> Laptop	<input type="checkbox"/>
<input type="checkbox"/> DVD	<input type="checkbox"/>
<input type="checkbox"/> VCR	<input type="checkbox"/>

Ministry POC for Technology \_\_\_\_\_  
Name – Phone # - Email

## CHURCH OFFICE SUPPORT

Please check **ALL** that are needed. Please provide a ministry Point of Contact for the Office Manager.

### DESIGN/PUBLICATIONS

<input type="checkbox"/> Flyers	<input type="checkbox"/> Bulletin Announcement
<input type="checkbox"/> Brochures	<input type="checkbox"/> Website Announcement/Page
<input type="checkbox"/> Tickets	<input type="checkbox"/> Newsletter Promo
<input type="checkbox"/> Sign up Sheets	<input type="checkbox"/> Labels
<input type="checkbox"/> Registration Forms	<input type="checkbox"/> Mailing(s)
<input type="checkbox"/> Invitations	<input type="checkbox"/> Handouts
<input type="checkbox"/> Postcards	<input type="checkbox"/> Color Printing
<input type="checkbox"/> Special Order Paper/Supplies	<input type="checkbox"/> Special Order Logo Items
<input type="checkbox"/> Programs/Bulletins	<input type="checkbox"/> Other

Ministry POC for Church Office Support \_\_\_\_\_  
Name – Phone # - Email

**A copy of this page should be returned to the Church Office as far in advance of the event as possible.**